



# HRLAD

## Time and Leave Administration

### Chapter 5 – Manual Transfer of Accrued Leave

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02/16/04 Revised to V3

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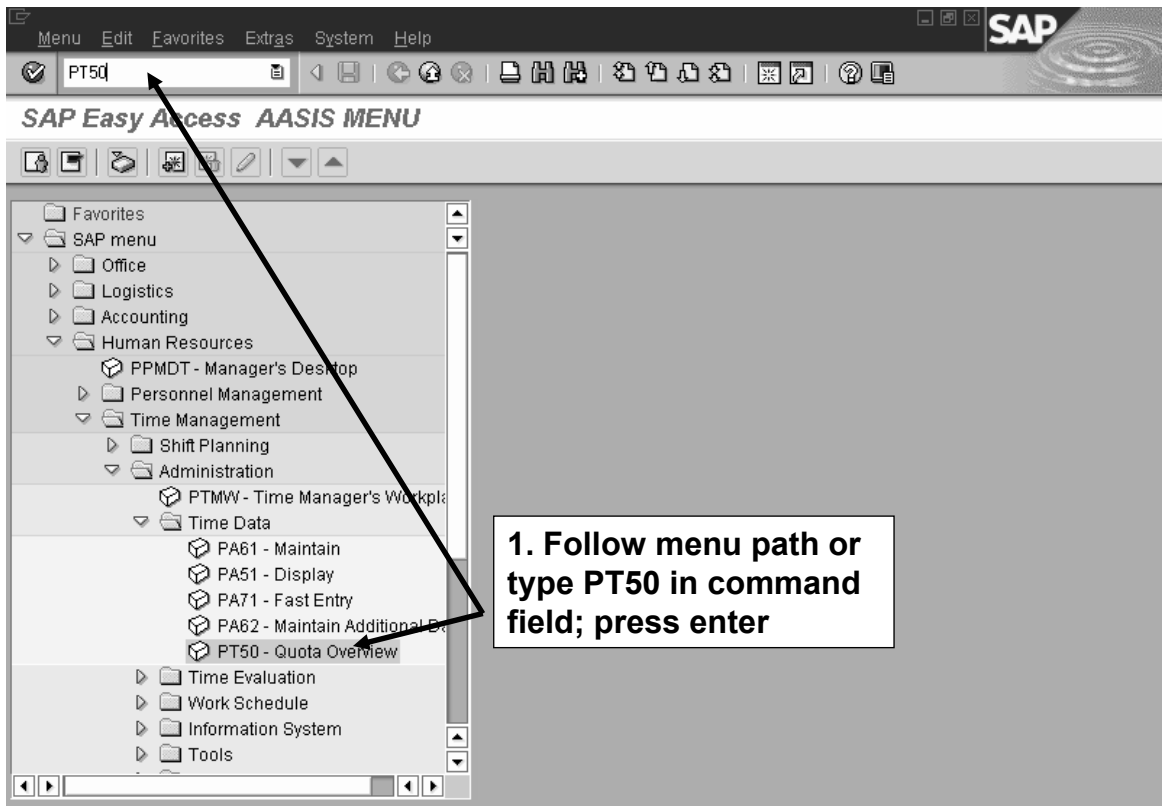
The system will transfer quotas to the employee's leave balance at the end of the month. If an employee terminates employment between the 15<sup>th</sup> and the end of the month and eligibility is met, leave must be manually transferred from the employee's accrual to the employee's leave balance.

Employees who terminate from state government are paid: annual, birthday, holiday, and compensatory time based on policy.

Retiring employees may also be paid for sick leave which is also based on eligibility.



## PT50 - Manual Transfer of Accrued Leave



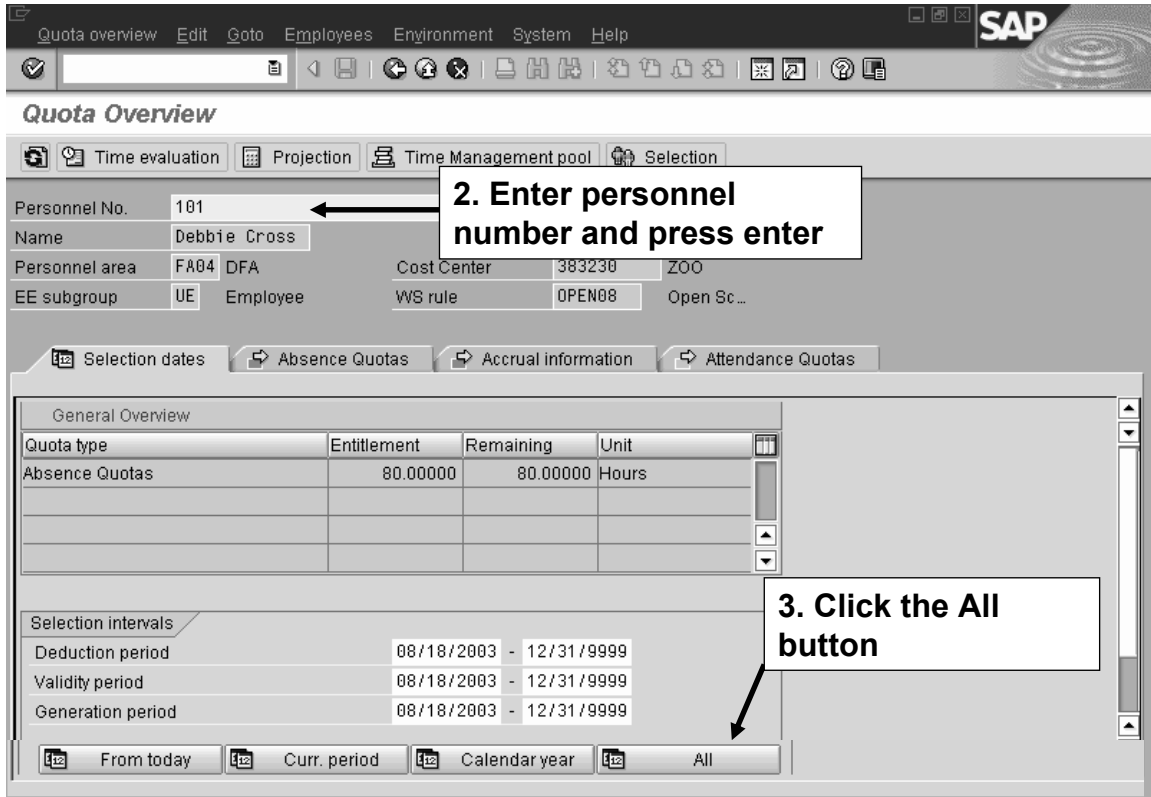
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### Menu path:

**Human Resources > Time Management >  
Administration > Time Data > Quota Overview**

# PT50 - Manual Transfer of Accrued Leave



**Quota Overview**

Time evaluation Projection Time Management pool Selection

Personnel No. 101  
 Name Debbie Cross  
 Personnel area FA04 DFA Cost Center 383230 ZOO  
 EE subgroup UE Employee WS rule OPEN08 Open Sc...

Selection dates Absence Quotas Accrual information Attendance Quotas

**General Overview**

Quota type	Entitlement	Remaining	Unit
Absence Quotas	80.00000	80.00000	Hours

**Selection intervals**

Deduction period	08/18/2003 - 12/31/9999
Validity period	08/18/2003 - 12/31/9999
Generation period	08/18/2003 - 12/31/9999

From today Curr. period Calendar year All

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When you click the All button, you are able to review all accruals.

**Note: The Deduction period, Validity period and Generation period will default to the current period, if no button is selected.**

# PT50 - Manual Transfer of Accrued Leave

Quota overview Edit Goto Employees Environment System Help

**Quota Overview**

Time evaluation Projection Time Management pool Selection

Personnel No. 101  
 Name Debbie Cross  
 Personnel area FA04 DFA Cost Center 383230 ZOO  
 EE subgroup UE Employee WS rule OPEN08 Open Sc...

Selection dates Absence Quotas **Accrual information** Attendance Quotas

Date	AbQuotaTyp	Quota text	Unit	Generated	Accrued	Transferred	Correct
09/01/2003	05	Holiday Leave	Hours	8.00000	0.00000	8.00000	
09/15/2003	01	Annual Leave	Hours	4.00000	4.00000	0.00000	
09/15/2003	02	Sick Leave	Hours	4.00000	4.00000	0.00000	
09/30/2003	01	Annual Leave	Hours	4.00000	0.00000	8.00000	
09/30/2003	02	Sick Leave	Hours	4.00000	0.00000	8.00000	
10/15/2003	01	Annual Leave	Hours	4.00000	4.00000	0.00000	
10/15/2003	02	Sick Leave	Hours	4.00000	4.00000	0.00000	

Generation period 08/18/2003 - 12/31/9999

Correction

4. Select the Accrual information tab.

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By selecting **All** on the previous screens, the system has defaulting all accruals that exist for the employee.



## PT50 - Manual Transfer of Accrued Leave

SAP

Quota overview Edit Goto Employees Environment System Help

Quota Overview

Time evaluation Projection Time Management pool Selection

Personnel No. 101  
Name Debbie Cross  
Personnel area FA04 DFA Cost Center 383230 ZOO  
EE subgroup UE Employee WS rule OPEN08 Open Sc...

Selection dates Absence Quotas Accrual information Attendance Quotas

Date	AbQuotaTyp	Quota text	Unit	Generated	Accrued	Transferred	Correct.
09/01/2003	05	Holiday Leave	Hours	8.00000	0.00000	8.00000	
09/15/2003	01	Annual Leave	Hours	4.00000	4.00000	0.00000	
09/15/2003	02	Sick Leave	Hours	4.00000	4.00000	0.00000	
09/30/2003	01	Annual Leave	Hours	4.00000	0.00000	8.00000	
09/30/2003	02	Sick Leave	Hours	4.00000	0.00000	8.00000	
10/15/2003	01	Annual Leave	Hours	4.00000	4.00000	0.00000	
10/15/2003	02	Sick Leave	Hours	4.00000	4.00000	0.00000	

Generation period 120103 - 123103

Correction

**5. Change dates; press enter**

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To find the quota that must be transferred, change the dates in the Generation period field to capture that month's accrual.



## PT50 - Manual Transfer of Accrued Leave

**Quota Overview**

Personnel No. 101  
Name Debbie Cross  
Personnel area FA04 DFA Cost Center 383230 ZOO  
EE subgroup UE Employee WS rule OPEN08 Open Sc...

Selection dates Absence Quotas Accrual information Attendance Quotas

Date	AbQuotaTyp	Quota text	Unit	Generated	Accrued	Transferred	Correct.
12/15/2003	01	Annual Leave	Hours	4.00000	4.00000	0.00000	
12/15/2003	02	Sick Leave	Hours	4.00000	4.00000	0.00000	

Generation period 12/01/2003 - 12/31/2003

Correction

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**Note:** The transferred column is showing 0 hours indicating no hours has transferred for this employee.

When transferring time to a employee's leave quota, make sure you do not transfer time that has already been transferred.

If you have manually transferred time that was already transferred by the system, you must go through PA61- Quota corrections (infotype 2013) to delete the record.



# PT50 - Manual Transfer of Accrued Leave

Quota overview Edit Goto Employees Environment System Help

**Quota Overview**

Time evaluation Projection Time Management pool Selection

Personnel No. 101  
Name Debbie Cross  
Personnel area FA04 DFA Cost Center 383238 ZOO  
EE subgroup UE Employee WS rule OPEN08 Open Sc...

Selection dates Absence Quotas Accrual information Attendance Quotas

Date	AbQuotaTyp	Quota text	Unit	Generated	Accrued	Transferred	Correct.
12/15/2003	01	Annual Leave	Hours	4.00000	4.00000	0.00000	
12/15/2003	02	Sick Leave	Hours	4.00000	4.00000	0.00000	

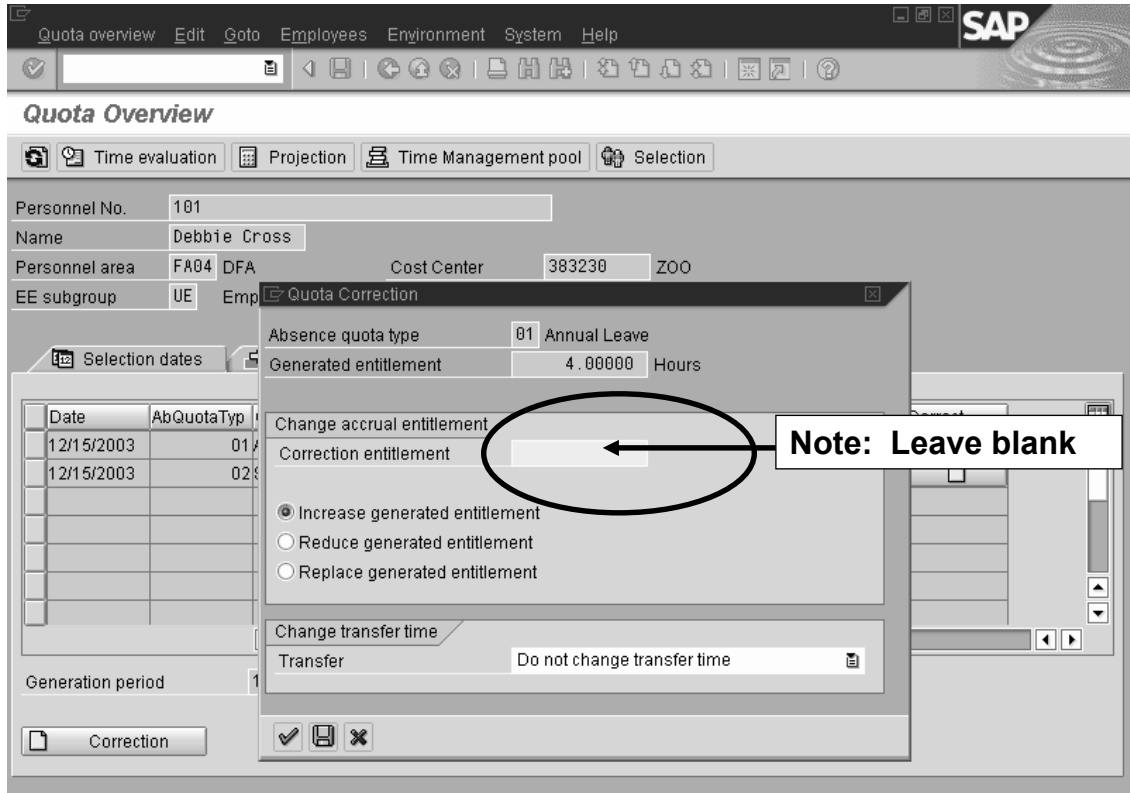
Generation period 12/01/2003 - 12/31/2003

Correction

**6. Select a specific quota record to transfer.**

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# PT50 - Manual Transfer of Accrued Leave



**Quota Overview**

Personnel No. 101  
Name Debbie Cross  
Personnel area FA04 DFA Cost Center 383230 ZOO  
EE subgroup UE Emp

**Quota Correction**

Absence quota type 01 Annual Leave  
Generated entitlement 4.00000 Hours

Change accrual entitlement  
Correction entitlement

☒ Increase generated entitlement  
☐ Reduce generated entitlement  
☐ Replace generated entitlement

Change transfer time  
Transfer Do not change transfer time

Generation period 1

Correction

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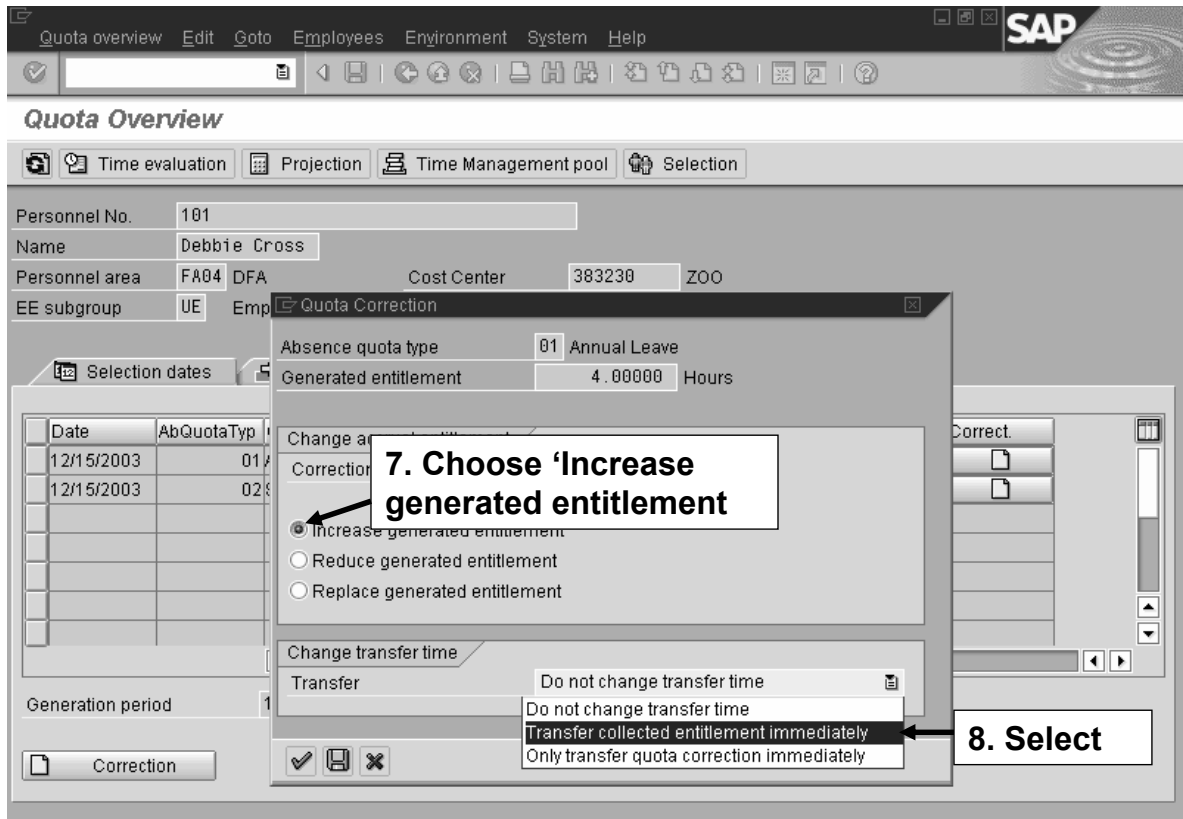
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**A pop-up window appears after the quota record is selected. The Absence quota type and Generated entitlement fields cannot be changed.**

**Note: Leave the Correction entitlement field blank. The amount of hours in the generated entitlement field will transfer.**



# PT50 - Manual Transfer of Accrued Leave



**Quota Overview**

Personnel No. 101  
Name Debbie Cross  
Personnel area FA04 DFA Cost Center 383230 ZOO  
EE subgroup UE Emp

**Quota Correction**

Absence quota type 01 Annual Leave  
Generated entitlement 4.00000 Hours

Change generated entitlement  
☒ Increase generated entitlement  
☐ Reduce generated entitlement  
☐ Replace generated entitlement

Change transfer time  
Transfer  
Do not change transfer time  
Do not change transfer time  
Transfer collected entitlement immediately  
Only transfer quota correction immediately

7. Choose 'Increase generated entitlement'

8. Select

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**Note:** The increase generated entitlement should default as selected.

**When you choose 'Transfer collected entitlement immediately', you are instructing the system to transfer the hours listed in the generated entitlement field.**

# PT50 - Manual Transfer of Accrued Leave

Quota overview Edit Goto Employees Environment System Help

Quota Overview

Time evaluation Projection Time Management pool Selection

Personnel No. 101  
Name Debbie Cross  
Personnel area FA04 DFA Cost Center 383230 ZOO  
EE subgroup UE Emp

Selection dates

Date	AbQuotaTyp
12/15/2003	01
12/15/2003	02

Quota Correction

Absence quota type 01 Annual Leave  
Generated entitlement 4.00000 Hours

Change accrual entitlement  
Correction entitlement

Correct

9. Click the green check mark button to validate the data entered.

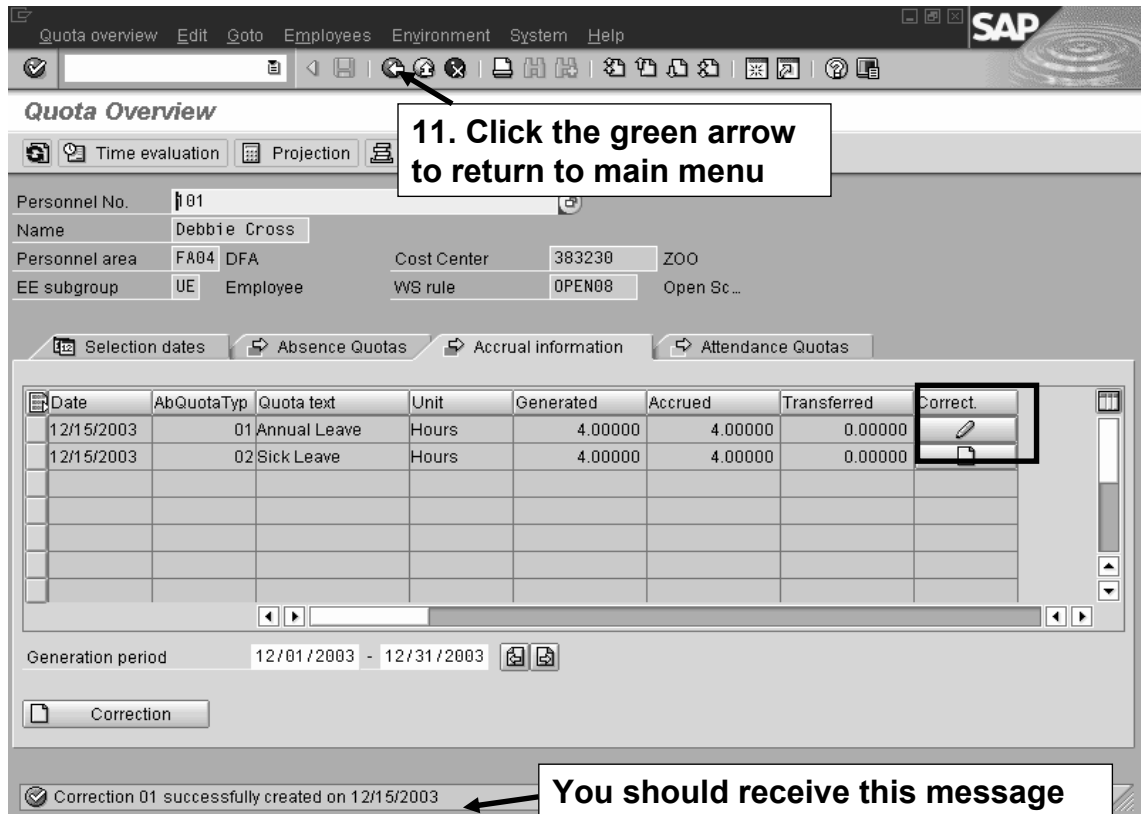
10. Click to save

Correction

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# PT50 - Manual Transfer of Accrued Leave



**Quota Overview**

Time evaluation Projection

Personnel No. 01  
 Name Debbie Cross  
 Personnel area FA04 DFA Cost Center 383238 ZOO  
 EE subgroup UE Employee WS rule OPEN88 Open Sc...

Selection dates Absence Quotas Accrual information Attendance Quotas

Date	AbQuotaTyp	Quota text	Unit	Generated	Accrued	Transferred	Correct.
12/15/2003	01	Annual Leave	Hours	4.00000	4.00000	0.00000	
12/15/2003	02	Sick Leave	Hours	4.00000	4.00000	0.00000	

Generation period 12/01/2003 - 12/31/2003

Correction

Correction 01 successfully created on 12/15/2003

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Notice that the 'Correct.' field has changed to the pencil icon indicating that a manual entry was performed.

The 'Transferred' field will not be changed until after a successful time evaluation.